PART TWO
DETAILED TASK INSTRUCTIONS

CHAPTER 4
SYSTEMS ADMINISTRATION

1. **TASK - System Focal Point**.

Introduction: Responsible for the functional operation of all computer hardware, software, LAN and telecommunication (voice, data, video and imaging) systems within the OPLOC. Provide an information management focal point for ADP technology and telecommunications.

    a. **OPLOC**:

       (1) Serve as Office of Primary Responsibility for all current and new software, computer equipment, the assignment of computer equipment, and communications issues. Provide management with future systems enhancements and upgrades.
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       (2) Ensure training of employees on equipment and software.

       (3) Ensure computer equipment and software is purchased to meet mission requirements.

       (4) Staff all questions raised by management and provide information as appropriate.

       (5) Act as focal point for all merger actions and coordinate schedule of events with the DMC and other interested parties. Ensure all pre-merger actions have been completed.

       (6) Review consolidation checklist and accomplish taskings by the required due date.

2. **TASK - Local Area Network, Electronic Mail, Focal Point**.

Introduction: Administrator for LAN, E-Mail, and WAN.

    a. **OPLOC**:

(1) Appoint a LAN manager for the OPLOC who will:

(2) Establish procedures to issue User IDs/Passwords to branch/division personnel.

(3) Submit DFAS Form 47 for OPLOC users and verify access requirements. Sign approved forms and send to DMC. DMC assigns password. Upon return of the form from DMC you will establish an access profile in the CPAS in admin service function, notify user of acceptance, and provide training liaison.

(4) Provide training to new employees on the use of the LAN and LAN security.

(5) Ensure that LAN passwords are changed on a regular basis. Reset CPAS users password.

(6) Ensure that backups of the LAN system are accomplished on a recurring basis, and will contact FSADE for LAN guidance.

(7) Coordinate LAN equipment requirements with DFAS-DE/M. Obtain new/additional equipment to meet mission requirements, to include cables, boards, software, servers, tape/disk backup devices. Ensure the OPLOC property custodian notifies DFAS-DE/WLS of change to the accountable property records.

(8) Work with other systems administration division personnel on submitting budget requirements and purchase orders.

(9) Load/maintain software on the file servers and monitor software usage to preclude software licensing violations.

(10) Establish and maintain links to AFMC Bases through or with the AFMC WAN and provide DDN access for the Depot Maintenance Systems to include full connectivity to the Depot Maintenance Management Information System (DMMIS).

b. **FSO**:

If FSO has LAN connectivity, same as OPLOC instructions.

c. **ANG:**

Same as FSO.

3. **TASK - Telecommunications Focal Point**

Introduction: Serves as office of primary responsibility for all current and new telecommunication issues (voice and data). All billings related to telecommunication issues will be controlled and certified by the Directorate of Administration.

    a. OPLOC:

        (1) Video Teleconferencing (VTC).

        (2) Electronic Data Management (EDM) - imaging.

        (3) Electronic Data Interchange (EDI).

        (4) Provides management with future system enhancements and upgrades.

        (5) Staff all questions raised by management. Provide information as appropriate.

    b. FSO:

        Same as OPLOC.

    c. ANG:

        Same as OPLOC.

    4. TASK - Open and Close Inquiries.

Introduction: Validate the GAFS database. Process the OP-STATUS transaction to open GAFS for business. Validate balancing products in CPAS prior to opening database.

    a. OPLOC:

        (1) Process OP-STATUS transaction for the OPLOC (and all FSOs).

        (2) Systems administration runs inquiries and prints the inquiries. The number of inquiries is determined locally, but as a minimum the two largest dollar amount inquiries should be included. Uses the inquiries to determine if there have been any changes to the database since closing inquiries were taken. Compares opening and closing inquiries. If there are any differences, contacts the Accounting Reports - MAFR Branch immediately to determine cause of differences. Do not allow any users on the system until out-of-balance conditions have been identified and corrected as necessary.

(3)   If there are no identified differences, bring ICI up and inform all users that the system is up.

(4)   At a predetermined time, system users are required to sign-off the system. After all users are off the system, system administrators bring ICI down and run inquiries and print these for comparison to the next morning's totals.

(5)   If unauthorized users sign on the system prior to opening inquiries, contact the accounting liaison branch chief. If problems persist, have the DMC down the BQ PIDs and leave them down until notified by Systems Administration.

(6) CPAS System Administrator will receive and review the Exception Balancing Report BR1, 3-8, prior to beginning daily input. Do not allow any users on the CPAS system until out of balance conditions have been identified and corrected as necessary. Notify FSO of any out of balance conditions.

   b. FSO:

(1)   Do not access the system until notified by the OPLOC.

(29) Contact Systems Administration for any ICI problems.

(3)   Contact OPLOC for weekend on-line time.

   c.Error! Bookmark not defined.   **ANG**: **Error! Bookmark not defined.**

Same as FSO.

  5.   TASK - Computer and Products Schedule.

Introduction: Responsible for all scheduling of computer programs.

   a. OPLOC:

(1)   Establish master program schedule in conjunction with branches/divisions and FSOs on a monthly basis.   Schedule will be prepared monthly by each area. Exceptions to the schedule should be made no later than 24 hours in advance and the DMC system monitor notified. This requirement should not be construed as mandatory and cause late reports or mission failure. See AFM 177-370, attachment A-4 and other user manuals for the definition of the program IDs.

(2) Prepare the Master Run Schedule in SAM (Scheduling Automated Manager) or comparable system. In CPAS update CA-DISPATCH and DJDE records for product distribution and coordinate with appropriate DMC.

(3) Prepare control records for OPLOC and FSOs to request products and reports. Coordinate with branches, divisions, and FSO on product options. Store control records in DEMAND using BLISS (Base Level Information Support System) or SAM as an element of a file name (Qualifier*Schedule.Element). Where the element is the program code:

   (a) $$OPEN D*****
   (b) User ID/Password
   (c) Either @CTS,IN or @IPF
   (d) OLD Qualifier*File Name.Element
   (e) LEN
   (f) List All
   (g) Make changes to control records
   (h) SAVE as new file name (Qualifier*FileName.)
   (i) @FREEALL,L
   (j) @FIN

CPAS users also have capability to request products on demand through the Generate Output Functions.

(4) Forwards product requests to the FSO monthly for Depot Maintenance Systems. Coordinates special products via phone or fax.

(5) Schedules standard production runs for the Depot Maintenance Management Information System (DMMIS) and assists when necessary with DMMIS Job Stream submission.

(6) Schedule civilian pay products.

   (a) Employee DCPS Directory.

      1 Create control card through MOOPS NE4R60; use RC/CC sequence without requesting dollar options.

      2 Additional copies may be requested through NE4R60 in different sort sequences. See the CPAIS/E4 user's manual (AFM 177-372B, Section 10) for additional information.

   (b) Bi-weekly Personnel Cost Report (M10) with Month-to-Date Manpower and Funding Employment Costs (PIF 2).

     <u>1</u> After receiving report that a good PIF 2 has been received, complete NE4M10 control card in MOOPS to produce M10. Use control data from last M10 run from previous pay period. Request DMC monitor run program NE4M10:

      <u>a</u> Run Indicator "B" is used for first pay period paid in the month.

      <u>b</u> Run Indicator "M" is used for any other pay period paid in the month.

      <u>c</u> Run Indicator "R" is used to update month-to-date from any additional runs in the same pay period or adjustments to a run.

    (c) End-of Month Manpower and Funding Functions.

     <u>1</u> After completing final M10 for month, build NE4M20 control card in MOOPS. Request DMC monitor run program NE4M20 to update year-to-date totals:

      <u>a</u> Run ID "M" for first run in month.

      <u>b</u> Run ID "R" for adjustment/recycle runs.

      <u>c</u> Run ID "I" for first run of new year.

     <u>2</u> Add as adjustments non-payroll costs (if not added during M10 run) for jury duty refunds, PCS moving allowances, clothing allowances and NONUS separation allowances.

     <u>3</u> Run OBL Bump after confirming that the end-of-month MAFR is run and the NBQJ3T tape is available. Use control card NE4B10 in MOOPS:

      <u>a</u> Research all out-of-balances between 1092 and OBL shown on the report. Work closely with personnel researching PIF 1 BQ interface rejects.

      <u>b</u> Correct out-of-balances by adding to or subtracting from the amount on the 1092 using adjustment screen NE4M20A in MOOPS.

      <u>c</u> Do SF 1081 or Journal Voucher (JV) as necessary to correct accounting records. (Note - This correction will be processed in the following month; therefore, the 1092 or DBT must be footnoted for the valid out-of-balance condition.

      <u>d</u> Run recycle of M20 to update the M2T file with current corrections.

<u>e</u>   Run NE4B10 Bump again to ensure corrections were applied properly.

<u>f</u>   Repeat above processes until Bump is balanced.

<u>4</u>   Create the Manpower and Funding 1092 Report by uploading control card NE4M30 in MOOPS. Notify DMC to run program:

<u>a</u>   Produced are one hard copy report and one DDN file:

1   Send copy of 1092 (M30) to Resource Advisor and Budget Office at FSO.

2   Send DDN file to appropriate funding command to arrive no later than the eleventh workday of the month following the month reported.

<u>b</u>   Adjustments to final M30 can be accomplished by downloading   the DDN output file into MOOPS adjustment screen NE4M30A and NE4M30B. Any adjustments made to "A" record must also be adjusted on "B" record.

<u>c</u>   Any adjustments to NE4M30 must be included on the next month's NE4M20 in order to update year-to-date totals.

REFERENCE: AFM 177-372B, Volume 1, Sections 16, 17, and 18

(a) Required Semi-Annual Reports (HK/E4).

Federal Employees Retirement System (FERS) Semiannual report is produced by the NE4F10 after the NE4M20 is complete for the months of March and September only. Request NE4F10 to be run by your DMC monitor, no control card is required. This report is to be included with the 1092 report sent to MAJCOM for March and September.

b. FSO:

(1) Forward product requests to the OPLOC monthly. Coordinate any special products via phone or fax. Ensure FMA receives a copy of the schedule. Highlight the supply and civilian pay interfaces.

For CPAS, FSO forwards request for generate output products access and to have CA-DISPATCH updated for routine receipt of products.

(2) Notify OPLOC Systems Administration of any schedule changes required due to mission requirements. Notify Systems Administration 24 hours before output product is needed.

(3) Schedule DMBA-AF related runs and products required for the Depot Maintenance Systems.

c. ANG:

Same as FSO.

6. TASK - Perform Table Maintenance.

Introduction: Responsible for maintaining accounting system tables for appropriations in the GAFS for the BQ system.

a. OPLOC:

(1) Establish due-in schedule for weekly Master Appropriation Reference Table (MART) from DFAS-DE.

(2) Research BLAMES system listings printed on the Distributive Printer to ensure MART files are received.

(3) Ensure the MART is updated through program, NBQA50.

(a) Inquire Hash/Sequence totals using NBQH92 inquiry. (See AFM 177-370, section 36, for inquiry format and section 20 for *GET PROC frame procedures.)

(b) If Hash/Sequence totals do not change, the MART update did not process. See AFM 177-370, section 36, paragraph 36g, for retransmission instructions.

(2) Maintain BQ User/Validation table.

Establish new user IDs.

(4) Maintain ADRSS and BLAMES tables in conjunction with the DMC's.

(a) Add for new reports outgoing/incoming.

(b) Add for routing of interfaces from FSOs.

(c) If an error exists, clear the transmission reject file (AFM 177-370, section 36).

(2) Update CPAS Validation Table I (BPAC, FC, etc. . .), Validation Table II and Data Manager tables (refer AFMCM 177-417).

(3) Update and maintain Standard Chart of Accounts for Depot Maintenance Systems for H069G. For DMMIS, this table will be controlled by password/userid.

b. FSO:

(1) For CPAS, FSO will notify the CPAS Data Manager for updates to the tables stated above.

(2) Maintain all tables not listed in (5) above or the DMMIS Specific procedures.

c. ANG:

Same as FSO.

7. TASK - Security Administration.

Introduction: Focal point for all ADPE systems security.

a. OPLOC:

(1) Request appropriate AFM 171- series regulations or DFAS replacements.

(2) Appoint Computer System Security Officer (CSSO) for accounting systems in writing.

(3) Appoint Terminal Area Security Officers in writing and conduct annual training on system security, resource protection, virus protection, etc.

(4) Accountable equipment is centrally controlled by the Administration Division's Primary Property Custodian, via DFAS-DE/WLS. Recommend that an alternate property custodian for the Systems Administration Division be established to work with the primary property custodian in developing an ADPE sub-account to better serve the ADPE inventory requirements.

(5) Establish microcomputer software inventory. Control software by any method you deem appropriate. Document methodology used to maintain software inventory and forward a copy to DFAS-DE/M.

(6) In conjunction with the administration directorate primary property custodian, establish an ADPE sign-out procedure for equipment being repaired off-site or lap top computers being taken on TDYs.

(7) Establish computer security training procedures for new employees on use of microcomputers, LAN, terminals, and appropriate software.

(8) Establish recurring resource protection briefing (annually) for all employees on computer security, software security, viruses, etc.

   b. **FSO**:

(1) Establish Terminal Area Security Officer with the local base BNCC.

(2) Coordinate the following items with the base communications group/squadron/base network control center. Follow Air Force directives:

   (a) Software inventory.

   (b) ADPE inventory.

   (c) Hand receipts of equipment being repaired/taken TDY.

   (d) Terminal security training.

   (e) Resource protection.

NOTE: This task can be delegated to anyone in the Comptroller Division.

   c. **ANG**:

   Same as FSO.

8. **TASK - Defense Mega Center (DMC) Liaison.**

Introduction: Serves as the accounting systems liaison between OPLOC, FSO, and DMC.

   a. **OPLOC**:

(1) Appoint personnel to act as system focal points for the OPLOC for each system. Provide name, office/home phone number, and system to the DMC by letter.

(2) All systems problems will be directed to the DMC by the Systems Administration Division. OPLOC branches will go through Systems Administration with problems.

b. FSO:

(1) Appoint on-line system focal point to the base communications group/squadron and to the OPLOC.

(2) Contact OPLOC for systems problems.

c. ANG:

Same as FSO.

9. TASK - Technical Training Liaison.

Introduction: Responsible for conducting or scheduling all computer systems training.

a. OPLOC:

(1) Appoint training liaison in writing.

(2) Establish computer training program for new employees.

(3) Schedule new employees for computer training class. Coordinate training with branch supervisors. Receive copy of computer User ID/Password Request letter from security administrator. Use letter to determine employees' training requirements: LAN, microcomputer, terminal, word processor, spreadsheet, data base manager, retrievals, DEMAND, TIP, CA-DATAQUERY, CA-DISPATCH etc.

(4) Receive Comptroller System Newsletter from HQ SSG. Review for training requirements. Establish technical training program for new software releases for both mainframe and microcomputers.

(5) Be aware of upcoming training classes for new system requirements at the OPLOC, DFAS-DE, Unisys, Sheppard Technical Training Center, and HQ SSG. Ensure appropriate personnel are sent to training classes to meet new mission requirements.

b. FSO:

(1) Establish training liaison in writing. This requirement could be handled by the Comptroller Training NCO (or Squadron Training NCO, or applicable training NCO), but must include computer system training.

(2) Schedule new employees for microcomputer, mainframe, and software training.

(3) Contact base communications group/squadron for on-base computer training classes either offered through the Base Education Center or the base communications group/squadron.

c. **ANG**:

Same as FSO.

10. TASK - Small Computer Technical Support.

Introduction: Responsible for ensuring all personnel have adequate small computer hardware and software.

a. **OPLOC**:

(1) Divisions identify their needs to systems division.

(2) System division supervisor reviews need and identifies small computer equipment/software to fill the need.

(3) Requisition all small computer hardware/software to fill requirements and notify the administration directorate primary property custodian of the expected arrival date and invoice inventory.

(4) Upon receipt, bar code equipment with applicable property identification, set up equipment and install software.

(5) Provide training on new equipment/software.

b. **FSO**:

(1) Use local base procedures to requisition new small computer equipment and software. The ADPE equipment custodian can be anyone in the Comptroller Division. Prior to purchasing any equipment connecting to a DFAS owned system, coordinate with your MAJCOM and DFAS.

(2) Upon receipt, set up equipment and install software.

(3) Provide training on new equipment/software.

c. **ANG**:

Same as FSO.

11. TASK - Interface Control.

Introduction: Responsible for monitoring all incoming and outgoing interfaces effecting the OPLOC databases.

a. **OPLOC**:

(1) Run interfaces (program NBQI00)

(2) Notify interface providers (SC&D, CPAS, IAPS, BQ, BCAS, DCPS/E4 base supply, WIMS, MOCAS (Direct Contact Payment Notice, SAMIS, CMCS, etc.)) that an interface is missing. Contact the FSO only if the provider can not be of assistance.

(3) OPLOC follows up with DMC on out bound interface from CPAS to GAFS, acquisition due in systems, etc.

(4) Verify and validate interface files for DMMIS/FARs (Depot Maintenance Systems) and schedule pre-processor runs pre-posting batch processing.

(5) Schedule Financial Inventory Accounting and Billing System (FIABS) interfaces as required. Reference AFCM 177-24 for input and output interfaces.

(6) Ensure ICI is activated as required.

(7) Coordinate the terminal set up to receive ICI processing error messages and ensure any problems are resolved as soon as possible to keep ICI transactions from backing up in IAPS.

(8) Coordinate all ICI processing changes/problems with the respective divisions and the FSO.

(9) Acts as the ADRSS monitor for the OPLOC.

b. **FSO**:

(1) When notified by the OPLOC of missing interface, contact the appropriate base interface provider and determine status of the missing interface and projected submission of the interface to the OPLOC.

(2) Check for interface occurrence and determines status for and missing interfaces for the Depot Maintenance Systems.

   c. **ANG**:

Same as FSO.

12. TASK - File Transfer.

Introduction: Ensures file transfer for data files occurs between FSO, OPLOC, DFAS-DE, and DMC, DFAS-CO, or other bases.

   a. **OPLOC**:

(1) Provide assistance and training to other branch/division personnel to transfer data files to or from another base, OPLOC, or DFAS-DE, using DataExpress, GAMPS, Search and Move, FTP, IPF, etc.

(2) If a file needs to be transferred on recurring basis, establish procedures in ADRSS (Search And Move) to handle this requirement. Contact the DMC ADRSS monitor for assistance.

(3) Documents file transfer requirements and Memorandums of Agreement between sending and receiving systems.

(4) Download data set from SAMIS on the 27th calendar day by the AFMC LAN to a user-id at each ALC. This data set is used to establish OA and AEU records for FC 4E.

(5) Download data set from SAMIS on the 4th work day. This data set is used to update the H069.

(6) MOOPS/GAMPS is used for staging and uploading into the BQ system. See section C of AFM 177-27.

   b. **FSO**:

(66) Contact OPLOC for assistance.

(2) Use the File Transfer Protocol and Search And Move whenever possible.

   c. **ANG**:

Same as FSO.

13. TASK - On-Line Print Monitor.

Introduction: Designates personnel to handle the distributive print process. Ensure all output products are directed to the proper print areas. Also ensure adequate paper supplies are available to operate on a day-to-day basis.

   a. **OPLOC**:

      (1) Designate individuals to handle distributive print. This requirement will require an alternative work schedule to handle early morning print and possibly weekend printing of Operating Budget Ledgers, Open Document Listings, Address Directories, and other large listings.

NOTE: PaperView, Winview, List Enhance, MicroBAS, Louis II, Advanced Retrieval Software, and other print replacement systems are strongly encouraged.

      (2) Establish print requirements in PSERVER and Distributive Print. Use "0" print as much as possible for listings producing print products, but the products are not immediately required (but may be needed). Print these products as required.

      (3) Retain end of month print listings for archive purposes (AFMAN 37-139 or DFAS replacement). Save the print files for the end of month reports to magnetic media (31/2" disks or magnetic tape) for archive purposes. See Atch 4-1 for specific controls and instructions. Remember the Distributive Print backup is only for 10 days.

         (a) For CPAS retain end of month products for archive purposes.

         (b) For FIABS, retain end of month products for archive purposes.

      (2) Monitor print being downloaded to the distributive printer during the day for programs being run on-line, such as the IPC/BQ Recon. Conduct print utility SAVES on these files as required prior to printing the products. Very Important - MAKE SURE TO SAVE PRINT FILES FIRST. Once the output file is printed, it is deleted from the print queue. If the file has not been saved, there is no way to recover output files without running the computer program again. Print products as required.

      (3) Establish a centralized print product distribution area and distribute print products.

      (4) Obtain OPLOC Winview software (work with DFAS-DE/ANI/M).

      (5) For CPAS product distribution use CA-DISPATCH, DJDE records. For FIABS use CA-DISPATCH.

(6)   Establishes print requirements for Depot Maintenance Systems.

(7)   Establish computer paper, ribbons, and laser toner stock requirements.

(10) Establish requirements for 1, 2, 3, & 4 part paper.

(11) Establish requirements for SFs 1034 to include a back stock to meet emergency situations.

(12) Distribute the following products to the FSO:

(a)   Outstanding purchase requests.

(b)   Request for receiving report.

(c)   Advance notice of expiring AF Forms 616.

(d)   Over-obligated AF Forms 616.

(e)   Invoices not scheduled for payment.

b.   FSO:

(1)   Same as OPLOC.

(2)   If you desire to use List Enhance, contact base communications group/squadron, as it is sold with a site license to the base, not to the OPLOC. Winview can be obtained from the OPLOC Systems Administration Division.

(3)   Notify the OPLOC CPAS system administrator of product requirements.

c.   ANG:

Same as FSO.

14. TASK - Personal Computer Trouble Shooters.

Introduction: Serve as the personal computer minor maintenance technicians for the OPLOC.

a.   OPLOC:

(1) Perform minor microcomputer diagnostics, such as swapping monitors and keyboards to determine failure. Run microcomputer diagnostics. Clean floppy drive with approved cleaning kit. Check for loose/bad cables.

(2) Ensure that preventative maintenance contract is in place on equipment of high value. Work with DFAS-DE on what equipment should be on contract.

(3) Determine local vendors and contract procedures to have microcomputers repaired.

(4) Use established policies for hand receipts on equipment leaving the building for repair.

(5) Systems Division performs preventative maintenance on all equipment not on a preventative maintenance contract.

b. FSO:

(1) If your base has a small computer maintenance contract, contact the local base communications group/squadron for required service. This is handled by the Comptroller ADPE custodian.
(2) Use hand receipts on equipment leaving the office.

c. ANG:

Same as FSO.

15. TASK - Gather Information Resource Plans Data.

Introduction: Coordinate systems requirements.

a. OPLOC:

(1) Coordinate computer/LAN equipment requirements from the branches and divisions.

(2) Prepare plans for future equipment upgrades or replacements.

b. FSO:

Same as OPLOC. This task can be accomplished by the Comptroller ADPE custodian.

c. ANG:

Same as FSO.

16. TASK - Support Development of Information Technology Budget and Budget Estimates.

Introduction: OPLOC focal point for computer systems purchases and/or replacements.

a. **OPLOC**:

(1) Consolidate branches/divisions requests for ADPE for submission of budget. Include computer paper, ribbons, floppy disks, binders, CD-ROM storage disks, and other data storage media in the budget.

(2) Prepare ADPE budget requirements incorporating mission changes.

(3) Include ADPE purchases to meet five-year equipment replacement program. Include purchases of software upgrades/site licenses.

(4) Assist other branches/divisions with their microcomputer/software requirements.

(5) Submit budget by suspense date for inclusion in the OPLOC budget. Prepare division budget submission using the format provided by DFAS-DE/C.

b. **FSO**:

(1) Follow local base procedures for budget submission through the Comptroller resource advisor.

(2) The Unit Resource Advisor provides format for budget submission.

c. **ANG**:

Same as FSO.

17. TASK - Ensure Implementation of Information Resource Management Policies from Defense Finance and Accounting Service Headquarters and Defense Finance and Accounting Service Denver Center.

a. **OPLOC**:

Follow published guidance provided by DFAS HQ, DFAS-DE, and FSADE.

b. **FSO**:

No action.

c. **ANG**:

No action required.

18. **TASK - Track Performance of Service Providers**.

Introduction: Maintain control logs for all computer systems downtime and slow response times.

a. **OPLOC**:

(1) Track Defense Mega Center and LAN downtime, cause, and resolutions.

(2) Track computer response for TIP and DEMAND processing. Tracking of response time can be done by using TIPMON utility.

(3) Track telecommunications work order status and completion. Inform appropriate branch/division supervisors as to the expected completion date.

(4) Track data automation/computer/communications performance contracts to measure exceed/not met standards. Prepare documentation to contracting officer as required to report performance of contractors.

(5) Coordinate cause and resolution and projected up time with the FSO and ANG FSO.

b. **FSO**:

No action required.

c. **ANG**:

No action required.

19. **TASK - Coordinate Facility/Technology Requirements.**

Introduction: Ensure the plan for facility and technology enhancements are coordinated throughout the proper approving authorities.

a. **OPLOC**:

(1) Review building layout and placement of new equipment. Determine building modification requirements, i.e., dedicated power, surge protection, UPS, dedicated communications lines, accessibility, raised floor, security requirements, etc.

(2) Work with other branches/division managers to determine their technology requirements and the best way to meet their needs.

(3) Review future systems enhancements and determine equipment/software requirement. Prepare purchase requests as required to meet management's future needs. Coordinate incoming shipments with the administration directorate primary property custodian.

(4) Coordinate with the FSO on their requirements to meet their needs.

b. FSO:

(1) Same as OPLOC.

(2) Contact OPLOC, BNCC, local communications group/squadron, and civil engineering activity.

c. ANG:

Same as FSO.

20. TASK - Provide Risk Analysis and Security Assessment.

a. OPLOC:

(1) Follow appropriate DFAS-DE/FSADE risk analysis procedures.

(2) Perform risk analysis annually or on an as directed schedule.

(3) Obtain risk analysis regulations from Air Force (AFR 205-1).

b. FSO:

(1) Follow local base procedures.

(2) Contact base communication group/squadron for guidance.

c. ANG:

Same as FSO.

21. TASK - Provide Systems Management.

Introduction:

- Plan & direct implementation of new or revised systems.

- Provide technical guidance for systems maintenance.

- Approve accounting data automation schedule.

- Develop/recommend local system enhancement.

a. OPLOC:

(1) Receive Standard System Group Comptroller Systems Newsletter. Review newsletter for changes/enhancements automated data systems. Pass copy of newsletter to the Branches/Divisions for their review and coordination.

(2) Coordinate with FSOs, Branch, and Division managers on program releases and date of installation. Discuss any special actions that are required to be performed prior to release being loaded.

(3) Ensure any special equipment/software to support the new programs is purchased and installed by the system release implementation date, and placed on the appropriate property records.

(4) Serve as the release focal point for the OPLOC and the FSOs. Also, receives the AF 636, Program Release packages for system changes via Internet X.400 E-Mail. Distributes the documentation (regulatory changes, etc).

(5) Answer all questions from FSOs, Branch, and Division managers on computer support.

(6) Serve as the technical expert on software/program problems.

(7) Coordinate on-line time with the Defense Mega Center, Enterprise LAN (E-Lan) Management Office Help Desk, and the FSOs, including weekend/holiday schedules.

(8) Coordinate system downtime for preventative maintenance/system releases.

(9) Develop local computer applications/retrievals using AFOLDS, QLP, Lewis II/Lewis Link, CA-DATAQUERY or other applicable software to include Depot Maintenance Systems AD-HOC report writers.

(10) Receive system change release changes for the Depot Maintenance Systems and passes copy to DMBA-AF section.

   b. FSO:

(1) Receive system release information from the BNCC and provide to the branch and FMA as required.

(2) Coordinate downtime with base customers.

(3) Coordinate additional on-line time with the OPLOC at the earliest possible time.

(4) Technical guidance on system maintenance that can not be answered by the FSO is answered by the base communications group/squadron. Coordination is made with the OPLOC.

(5) Coordinate requirements for local Louis II, AFOLDS, QLP, CA-DATAQUERY, or other retrievals as required to meet the base mission requirements with the OPLOC.

(6) Receive system change release changes Depot Maintenance Systems and passes copy to appropriate AF users.

(7) Write Queries and ad-hocs for Depot Maintenance Systems for AF use.

(8) Designate a system liaison (for each ADS) to the OPLOC.

   c. ANG:

   Same as FSO.

22. TASK - Maintain Data Table and Perform Master Record Changes.

Introduction: Maintain GAFS base variable file (NBQ610). Maintains CPAS Validation and Data Manager Tables (AFMCM 177-417).

   a. OPLOC:

(1) Control base variable files to ensure integrity.

(2) Prepare changes to the Base Variable File (NBQ61X). Prevent unauthorized access to the file. Add new OAC/OBANs, site codes, SRANs and print distribution codes in the applicable Base Variable File records. The Business Funds Branch coordinates any new SRANs with the systems division.

(3) Updates CPAS Validation Table I (BPAC, FC, etc.), Validation Table II, and Data Manager Tables, reference AFMCM 177-417.

b. **FSO**:

(1) Prepare changes to the Military Personnel Expense Table 33. Contact base military personnel flight/personnel systems management for date the file is ready for review, associated DESIRE listings, and the appropriate file name. Update the Table 33 with the information required. See AFM 177-370, section 47, for format of "**8" records. Contact personnel systems management when file is updated.

(2) Contact Business Funds Branch to add or delete OAC/OBANs and SRANs for changing the base variable file at the OPLOC (NBQ61X).

(3) For CPAS, FSO will notify CPAS Data Manager for updates to the Tables reference in 23 (A 3).

c. **ANG:**

See b(2) above.

23. TASK - Validate/Establish/Manage Systems Access Authority (System Security).

Introduction: Maintain master User ID/password access list.

a. **OPLOC**:

(1) Branch supervisors request User ID/Password via letter. Letter contains associate's name, SSN, grade, office symbol, telephone number, security level, and systems access (both TIP and DEMAND). Additionally, access to PaperView, List Enhance, AFOLDS retrievals, ADRSS, MicroBAS, CBAS, and other systems should be considered.

(2) Systems Administration Division provides letter to DMC Computer System Security Officer or other personnel that assign User ID/Passwords. DMC responses with User ID and "guest" password.

(3) Return User ID/Password to the requesting official.

(4) Systems Administration briefs new employees on computer system security prior to issuing User ID/Password.

(5) Establish User ID/Passwords for on-line access to Data System Dictionary (AFR 700-20), Interface Control Ledger, and Automated Difficulty Reporting (DIREP) System for Security Administration Division personnel.

(6) The OPLOC Director or Principal Deputy appoints the Assistant Computer Systems Security Officer (ACSSO) and the Systems Administration Division Chief appoints the Terminal Area Security Officers (TASOs).

(7) ACSSO ensures that no associate has access to more systems or at a higher level than is required to accomplish his/her duties. Accounting personnel will not have access to the disbursing systems such as IPC. Personnel with access to finance, disbursing, and accounting systems could cause fraudulent payments. Internal control would be seriously compromised.

(8) Systems personnel review daily the security listings provided by the various systems to ensure that unauthorized access is not attempted.

(9) All security violations are immediately reported to the Division Chief or the assistant.

(10) All suspected password compromises are reported to the branch chief and the password changed for the individual.

(11) Procedures for periodic password changes are established for the LAN and mainframe applications. Passwords for separating, transferring, or retiring personnel will be changed. Branch chiefs are required to notify the Systems Administration Division when personnel move to a different branch/division. Systems Administration personnel must review their USERID for changes in level of access, privileges, and system access.

(12) The Deputy Director for Finance is responsible for assigning personnel security in the TZ systems. Maintain AFM 171-390 and AFM 177-390, volume IV, in a secure (locked) location.

(13) Forwards requests for user-ids/passwords for Depot Maintenance Systems and JOCAS to the FSO.

   b. FSO:

(1) Follow base procedures for appointing TASOs.

(2) Report any security violations to the base communications group/squadron and the OPLOC.

(3) Obtain new security passwords from the OPLOC.

(4) Personnel moving to a different section must have their security access and privileges reviewed. Changes must be coordinated with the OPLOC.

(5) Computer users that are locked out for a User ID/password violation, will contact Systems Administration for resetting existing user ID/password.

(6) For FSO controlled Depot Maintenance Systems and JOCAS, the request is either approved or denied and appropriate follow-up action is taken. For Non-Depot Maintenance Systems user-ids and password actions, requests are forwarded to appropriate offices.

   c. ANG:

   Same as FSO.

24. TASK - Develop "Ad Hoc" Computer Queries for Customer Requests.

Introduction: Develop retrievals using many different software applications.

   a. OPLOC:

   Develop AFOLDS retrievals, QLPs, CA-DATAQUERY retrievals, etc., as needed by customers.

   b. FSO:

   Inform OPLOC of requirements. CPAS users will develop their own dataqueries. Running dataqueries during duty hours requires prior coordination with System Administration at the OPLOC.

   c. ANG:

   Same as FSO.

25. TASK - Provide Systems Training to Users.

Introduction: Identify and ensure computer systems training requirements are met.

a. **OPLOC**:

(1) Develop comprehensive training program on system usage, i.e., TIP, DEMAND, AFOLDS retrievals, Louis II advanced retrieval system, QLPs, PaperView, List Enhance, CA-DATA QUERY, CPAS Tutorial, On-Line Print, and any other system developed.

(2) Monitor Comptroller Systems Newsletter published by the Standard Systems Group (SSG) for new developments in software and prepare training program to meet the new requirement.

b. **FSO**:

(1) Same as OPLOC. Contact the OPLOC for training on any of these systems.

(2) CPAS users local FSO data administrator should request user trainer manuals and tutorials identifying additional needs to their MAJCOM FSO. MAJCOM will notify DFAS-DE/ANMM of additional training requirements.

c. **ANG:**

Same as FSO.

26. TASK - Analyze Systems Effectiveness; Resolve/Reconcile/Report Problems, as Required.

a. **OPLOC**:

(1) Dedicate two pages to monitoring the accounting system at all times the system is up. Use CONS (console) capabilities to review system performance.

SUGGESTION: Purchase of 17 inch monitors would allow splitting it into 4 separate windows. This allows personnel to monitor four separate systems such as CONS, MAPPER, SIMAN, ADRSS, etc. from one screen. Ensure appropriate PC capability exits to enable toggling between accounting systems.

(2) Contact DMC if systems problems occur. Work with DMC/SSG/DFAS-DE to resolve problems as soon as encountered.

(3) Monitor TIP transaction response time and contact DMC when acceptable transaction response time is not being met.

(4) Console mode deteriorates the tip on-line response time. CONS privileges should therefore be limited to Systems Administration and other required users. Personnel outside the OPLOC will not be given CONS privileges.

    b. FSO:

Report problems/slow responses to the OPLOC.

    c. ANG:

Same as FSO.

27. TASK - Delete Parameter Records.

This is used to delete flagged optional product programs that have not finished (FINNED) properly.

    a. OPLOC:

(1) Verify (Using CONS) that the parameter to be deleted has error FINNED and is not currently running. Use an RC (Run Check) command NTQ*** (program name). If the program error finned, contact your DMC monitor to determine the cause.

(2) If program finned properly, choose Delete Parameter Record process from Optional Products Sub Menu, Option 1.

    b. FSO:

If message "Program NTQ*** is running, see AFM 171-390; contact OPLOC System Administration for corrective action.

    c. ANG:

Same as FSO.

ATTACHMENT 1

LABELING AND INDEXING ELECTRONIC RECORDS

1.   Floppy disk paper jacket labels or optical disc labels should include the originating office symbol, title, beginning and ending dates, what software was used to create the records, and on what equipment it was produced.

2.   Computer magnetic tape container labels or optical disc container labels should include the volume/serial number, the name of the program office sponsoring the data, and data set name(s).   Identification of any access restrictions should be included on any external label.

3.   Document, file, and directory naming conventions (internal labels) should be simple, understandable, and standardized so that users can find and use information stored on disks or tapes.

4.   Retention/disposition of electronic records is governed by AFI 37-138, and/or the General Records Schedule until the DFAS Schedules of Disposition have been approved by the National Archives and Records Administration.   Therefore, electronic records, with their physical location, must be identified on an approved file plan in order to keep abreast of their location and retention/disposition.

MEDIA CARE

1.   Back up the files and documents, preferably after every update.   Retain the back up in a storage area separate from the location of the records that have been copied.

2.   Prohibit the use of floppy diskettes or optical discs for exclusive long-term storage (20 to 25 years) of permanent records; the acceptable format for transferring permanent electronic records to the National Archives and Records Administration is magnetic tape or cartridge.   Temporary storage of permanent records on floppy diskettes or optical discs is acceptable, as is the use of them for reference purposes.

3.   Keep disks and tape drives clean and give them periodic preventive maintenance.

4.   Keep disks and tapes away from strong electrical or magnetic fields.

5.   Do not touch the recording surfaces of floppy diskettes or optical discs, do not fold or bend them, and do not write on the paper jacket.

6.   Do not touch the recording surfaces of floppy diskettes or optical discs, do not fold or bend them, and do not write on the paper jacket.

7.   Keep food and drink away from storage media as well as equipment.

8.   Store floppy diskettes, tapes, or optical discs in a vertical position in a storage container.

9.   Store floppy diskettes or optical discs under normal office conditions, taking care to avoid extreme fluctuations of temperature or humidity.

10. Ensure that information is not lost due to changing technology or deterioration by converting storage media to provide compatibility with the current hardware and software. Before conversion to a different medium, agencies must determine that the authorized disposition of the electronic records can be implemented after conversion.